

**Instructions for Completing
FORM SPO-H-206J BUDGET JUSTIFICATION
MOTOR VEHICLE**

Applicant/Provider:	Enter the Applicant's legal name.
Period:	Enter the time period for which this budget will cover; usually, this will cover a fiscal year.
Date Prepared	Enter the date this justification was prepared.
DESCRIPTION OF MOTOR VEHICLE	Enter make and model of vehicle; or, provide a brief specification such as type of vehicle (i.e., sedan, van, pick-up truck), and no. of passengers (i.e., 8-passenger van). Indicate whether a new or used vehicle will be purchased, whether another vehicle will be traded-in, and indicate the approximate trade-in value, if applicable.
NO. OF ITEMS	Enter the number of vehicles to be purchased.
COST PER ITEM	Enter the estimated cost per vehicles.
TOTAL COST	Calculate the total cost for each type of vehicle, by multiplying number of units by cost per unit.
TOTAL BUDGETED	Enter the dollar amount of the motor vehicle costs that will be charged to the budget for this service activity. This amount will be entered as budget "category D. MOTOR VEHICLE" in your budget.
JUSTIFICATION/ COMMENTS:	Explain purpose for the vehicle(s) as it relates to the delivery of the contracted service. Enter additional explanations. Attach additional sheets, if necessary.

BUDGET JUSTIFICATION MOTOR VEHICLE

Applicant/Provider: XYZ Hawai'i, Inc.

RFP No.: ABC-123

Period: 07/01/95 to 06/30/96

Date Prepared:

Contract No. (As Applicable): DHS-97-001

DESCRIPTION OF MOTOR VEHICLE	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
1993 Toyota Van (Previa)	1	\$9,750	\$9,750	\$9,750
TOTAL:				\$9,750
JUSTIFICATION/COMMENTS: A van is needed to transport clients to and from service sites.				